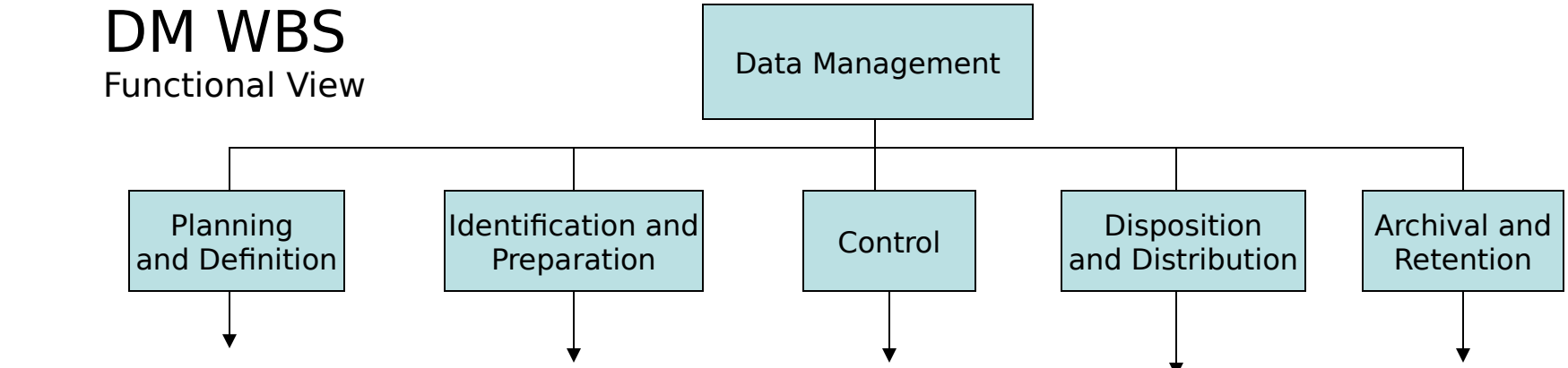
DM WBS

Functional View



- Develop and maintain standard data requirement descriptions
- Concept, Strategy, Methodology
- Review life cycle of project or program to determine needs
- Identify data requirements
- Ensure completeness and eliminate duplication
- Provide support to program Management
- Develop master data list
- DRDs
- Metrics development for all areas
- Determine what to subcontract

- Prepare internal data as identified in P&D
- Ensure that data requirements are negotiated and ordered
- Ensure that externally developed data meet requirements for internal use
- Data content and format description
- Metadata schema & development
- Data Retrieval
- Preparation of acquisition documents and the resulting requirements flow-down

- Import/Export
- Intellectual Property
- CM process application
- Forms/Formats for data use requests
- Data Marking
- Master list maintenance
- Current and historical metadata re status (approved/disapproved)
- Document control Processes
- Metrics tracking and reporting

- Establish and document records, custodians, and project unique records mgmt Requirements
- Planning for use of a document repository (physical or online)
- Publish and make documents available
- Reproduction
- Distribution

- Create physical or digital files with appropriat Archival information
- Create project files for decision tracking histories
- Submit archival pkgs to higher and more general archiving facilities (interna or external) that specialize in data retention
- Collection, storage, and retrieval

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Functional Areas